

**MANCHESTER COMMUNITY COLLEGE**  
**Academic Associate**  
**Physical Science Lab Manager**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Manchester Community College  
**Job Posting No:** #FT-111  
**Hours:** Full Time Position  
**Salary:** \$53,774 approximate annual, plus excellent medical insurance.  
**Closing Date:** July 29, 2016

**Eligibility Requirement:**

Bachelor's degree with a strong knowledge of the preparation of physical science laboratories: chemistry, physics, astronomy and earth/environmental science. Must have the ability to work with minimum supervision and knowledge of and experience with established standards, regulations and laws relative to laboratory safety. Knowledge of Vernier equipment and other lab instruments (ultra-violet, infrared, gas chromatography and spectrometers, etc.)

Two years of college level experience working in labs in the relevant subject matter, and demonstrated experience with laboratory equipment and technology preferred. An understanding of the mission of the community college, a demonstrated ability to respond to and work with multiple constituencies, and involvement in support of a culturally and ethnically diverse population are essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience has prepared them for the responsibilities of this position and to provide appropriate references.

**Responsibilities:**

The Academic Associate is responsible for the set up and maintenance of labs per faculty instruction for students in the use of lab equipment and in carrying out lab assignments. Duties are as follows for chemistry, physics, astronomy and earth/environment science classes:

- Prepare, clean and put away glassware and instruments;
- Prepare, set up and deconstruct weekly labs and classroom demonstrations;
- Inventory, prepare and restock chemical solutions and supplies;
- Assist faculty with transporting and operating telescope on planned viewing nights;
- Collect and dispose of hazardous wastes in accordance with established standards, regulations and laws;
- Receive, unpack and shelve laboratory supplies and equipment;
- Maintain cleanliness of the labs;
- Maintain safety of laboratory (including hoods), prep room and equipment in accordance with established standards, regulations and laws;
- Maintain contact with the Physical Sciences department chair and coordinators for lab priorities and set up.

**Application Instructions:** Please reference job posting number (#FT-111) on application material. Incomplete application materials will not be accepted. Send letter of intent, resume, transcript (unofficial acceptable), the names of three professional references, and completed \*BOR (MCC version) Employment Application to:

**Human Resources Department #FT-111**  
**Manchester Community College**  
**Great Path, P.O. Box 1046 - MS #2**  
**Manchester, CT 06045-1046**

\*ConnSCU Board of Regents Employment Application available online in the Human Resources/Payroll section at:

<https://www.manchestercc.edu/form-depot/>

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

**Background Checks**

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

**Continuing Notice of Nondiscrimination**

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity, Inclusion and Staff Development, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, 860-512-3107, or by email at [lglende@manchestercc.edu](mailto:lglende@manchestercc.edu).

Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.